

# Louisiana Purchasing News

an information source for Louisiana Public Purchasers  
Vol. IV, Issue No. 17-99  
April 1999

## Customer Satisfaction

**Director's Message**  
*by Denise Lea*



The Division of Administration will be conducting a **Customer Satisfaction Survey** to give you, our customers, an opportunity to evaluate the support and services provided by DOA.

The Office of State Purchasing will mail surveys to all agencies as well as vendors who have participated in the FY99 bid process. Please take the time to complete this survey upon receipt and return it by the date specified.



I would like to thank each of you in advance for taking the time and making the effort to respond to this survey. Your responses will help us identify improvement opportunities to better serve you in the future.

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## Spotlight

### **Office Supply Catalog Contract T-No. 91265**

The first statewide Office Supply Catalog Contract was awarded to Corporate Express effective February 1. Various electronic tools are available to you when searching for specific catalog items amidst the 17,000 available lines on **Contract No. 403715**. You may access this contract in AGPS, at our website, and at the customized Louisiana E-Way website. Search techniques are discussed below.

**AGPS - Use KCSV or KLBN**

If using AGPS as your search tool, you may use either KCSV or KLBN. Both screens will display the information necessary to enter your AGPS release order, including contract number, contract line number, commodity code, unit of measure, price, brand name and model, and ordering status of the item. You may wish to inquire on KMOD for the complete item description. KCSV requires fewer keystrokes than KLBN.

If searching by KCSV, inquire by the UPC Code as listed in the S.P. Richards 1999 catalog. Omit the "0" prefix and key the next ten (10) digits without any spacing. For example, the UPC Code for the first item for PostIt-Notes on page 804 of the catalog reads "0 21200 00322". Inquire on KCSV and key 2120000322 (no spaces) in the "Catalog Item/Ind" field to display the contract information.

If searching by KLBN, inquire by the Brand Name and Number as listed in the S.P. Richards catalog. You must key what you see - including all spaces and dashes. Using the above Post-It-Notes example, - the catalog reads "3M" as the brand and "MMM 653-YW" as the product number. Inquire on KLBN and key 3M in the "Brand Name" field and key MMM (space)653(dash)YW in the "Model" field to display the contract information.

## OSP Website

Contract No. 403715 is also accessible at State Purchasing's website (<http://www.doa.state.la.us/osp/osp.htm>). Using our state contract search engine, you may inquire by specific brands and model numbers (key what you see in the catalog using spaces and dashes), or you may perform a general search using keywords. For example, conducting a general search on Post-It-Notes would display the contract information for all hits matching your search criteria. You cannot search by UPC Code using this tool.

## Louisiana E-Way Website

Corporate Express has developed a customized Louisiana E-Way Catalog website which only includes those items available under state contract. To access this on-line catalog, visit <http://www.eway.com/> using the **User ID: LA** (all caps) and **Password: LA** (all caps). This website provides users an electronic shopping tool of the 1999 S.P. Richards catalog and offers several search methods. This "1st generation" site does not currently include the contract line numbers or commodity codes necessary to enter orders in AGPS; however, Corporate Express will be adding this information in the future. Training is available from the vendor on the use of E-Way.

## Administrative Updates/Tips

- Minimum order is \$50. Orders for less than \$50 will be assessed a flat freight/processing fee of \$7.50. AGPS Contract Line No. 16984 has been set up for this charge. Freight is prepaid for orders totaling \$50.00 or more.
- At the present time, AGPS will not allow any change orders to increase order quantities under this contract. Until this system problem is corrected, a separate release order should be issued to process your additional needs.
- Inquire on KNOA for contract terms and conditions.
- **Need Catalogs?** Upon request, Corporate Express can deliver copies of the 1999 S. P. Richards Catalog accompanied with a filtered list of available contract items. This list includes information such as commodity number, contract line number, item description, brand name and number, net discount price and the catalog page number. A list of excluded catalog items is also available.

If this catalog contract will not satisfy your office supply needs, then you must follow established purchasing procedures to obtain products. Permission to bypass this contract is not required.

If you have any questions concerning Contract No. 403715, contact Tammy Grant, State Purchasing Officer, at [tgrant@doa.state.la.us](mailto:tgrant@doa.state.la.us) (tel: 225/342-8018) or Cindy Soesbee, Corporate Express, at cynthia. [soesbee@cexp.com](mailto:soesbee@cexp.com) (tel: 800/383-0230 or 225/274-3115).

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## **"BE PROACTIVE"**

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To act rather than react; to be driven by enduring values and principles rather than by the winds of circumstances and feelings . . .

This is what it means to be proactive.

Because who we are is not determined by what happens to us, but by how we choose to respond to what happens to us.

Pay attention to how you respond to circumstances and events. Make a commitment to act with responsibility at all times.

- Anonymous

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### **Dept. of Agriculture Certification Program for Meat, Poultry & Seafood Products R.S. 39:2101, Act 749**

LRS 39:2101, enacted by Act 749 of the Louisiana Legislature, 1997 Regular Session, mandates that all state agencies, state institutions, and local school districts which operate food service facilities for students, patients or inmates utilize only those meat, poultry and seafood products that have met all Louisiana Department of Agriculture and Forestry (LDAF) requirements for grading and certification service. The statute further requires that such food contracts contain a provision to this effect. The ordering agency, with authorization from and under the supervision of LDAF, may conduct a self-certification inspection of products received.

Listed below are the penalties and fees that will be assessed to the supplier by LDAF for delivery of non-compliant products.

1. If the product is in non-compliance and it is necessary for the entity to use the product, the supplier will be charged \$0.025 per pound or \$0.025 per dozen eggs. This assessment will count as one (1) violation against the supplier.
2. If the product is in non-compliance and is rejected and returned, no charges will be assessed to the supplier; however, this will also count as one (1) violation.
3. If a supplier receives three (3) violations in any given quarter, it will be necessary for LDAF to inspect all of the supplier's products before shipment. The supplier will be charged inspection fees of \$0.025 per pound or \$0.025 per dozen eggs.

This statutory provision should be made part of your solicitations and subsequent contracts for meat, poultry and seafood products. For ISIS agencies, the AGPS text reference number is S917.

This condition would apply to any food products, whether raw, precooked or fully cooked, that is made or contains, wholly or in part, any meat, poultry, seafood and eggs. Examples of these items are frozen entrees, pizzas, corn dogs, canned meats, spaghetti sauce and frozen egg products. For information regarding the LDAF certification and inspection program or to schedule inspection requests and agency training, please contact Herman LeMoine with the Louisiana Department of Agriculture at (225) 922-1358.

- Betty Chustz, [bchustz@doa.state.la.us](mailto:bchustz@doa.state.la.us), tel: 225/342-8023

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## Vehicle Cut-Off Dates

The Office of State Purchasing has been notified by the vehicle contract dealers of the manufacturers' order cut-off dates for the 1999 model year. Orders submitted after March 31 and prior to the cut-off dates will be processed by this office on a "will try" basis, but factory acceptance or delivery by June 30 cannot be guaranteed.

Orders placed after March 31 must include a statement that your agency is able to carry over FY1999 funds or will furnish FY2000 funds in the event delivery is after June 30. Once the manufacturer accepts an order and places it in line for production, we are unable to cancel it. Late delivery is not a valid reason for cancellation.

<u>Cut-Off Dates</u>	<u>Contract/Line Numbers</u>
March 13	403684/00017
March 31	403663/00012
April 2	403691/00037 & 00039
April 16	403687/00021 & 00023 403688/00041 & 00059 403689/00029, 00065 & 00067 403691/00043, 00047, 00057 & 00090
April 23	403692/00091 403768/00025 & 00092 403689/00027, 00083, 00084 & 00086 403691/00094 403692/00087 & 00092

All remaining vehicle requests should be placed immediately and sufficiently prior to cut-off dates to allow time for the dealer to issue orders to the factory.

- Jim Murphy, E-Mail [jmurphy@doa.state.la.us](mailto:jmurphy@doa.state.la.us)  
Tel: (225)342-9200

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## NOTICE TO ALL STATE TRAVELERS

Recently American Express purged their cardholder's list for any inactive corporate cards in Louisiana. "Inactive" is defined as accounts having no use in the past twelve months. Effective March 31, any corporate card that was on the list will be canceled.

You may contact your agency's travel administrator/ coordinator to determine if you were on the list. If your job requires future travel and you have a need for your card to be reactivated, you must complete a "Reinstatement Request" form. Either contact your agency's travel department or the State Travel Office at [egottsc@doa.state.la.us](mailto:egottsc@doa.state.la.us) (tel: 225/342-6322) for additional information.

Travelers have up to one year to request reinstatement of their cards. After that time, a new card application will be required.

- Jimmie Sanders, State Travel

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## 'La Carte' Update Louisiana Procurement Card Program

The RFP for the "La Carte" program was mailed February 9, and a preproposal conference was held on February 26. The opening date was April 6.

The State's RFP Evaluation Team was selected and will be evaluating submitted proposals to recommend a final award of contract.

The pilot agency program is scheduled for implementation in July with the Department of Corrections, the Department of Natural Resources, Louisiana State University-BR and Southeastern Louisiana University.

Contact John Medica, Program Facilitator, at [jmedica@doa.state.la.us](mailto:jmedica@doa.state.la.us) (tel: 225/342-8039) if you have any questions about the P-Card program.

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## Contract Update

### Tractor and Implement Contract T-No. 92035

The 1999 Model Tractor and Implement Contract is effective through August 31. This contract is accessible at our website under "Featured Contracts." Contract numbers, awarded vendors and telephone numbers are:

<u>Contract</u>	<u>Vendor</u>	<u>Telephone</u>
403769	New Holland North America	(717) 355-1966
403770	M & L Industries, Inc.	(225) 355-7716
403771	Pittsburg Tractor	(800) 342-6568
403772	John Deere Company	(972) 385-1701
403773	Emery Eqt. Sales & Rentals	(225) 753-0541
403774	General Equipment Co.	(225) 293-3683
403775	Crawler Supply Company	(225) 357-7515
403776	Alamo Sales Corporation	(210) 372-9529
403777	GL Turner Company	(501) 945-7550

Irv Wooters, E-Mail [iwooter@doa.state.la.us](mailto:iwooter@doa.state.la.us)  
Tel: (225)342-1302

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RULES AND REGULATIONS  
MINUS RELATIONSHIPS EQUALS  
RESENTMENT AND REBELLION

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**Ballasts Contract  
T-No. 91410**

Your response to our recent Ballast Survey was very good and has helped us to prepare a more comprehensive solicitation which should assist agencies to meet their ballast needs. The latest contract expired February 28 and could not be extended. Please purchase your ballast requests in accordance with Executive Order No. MJF 98-20 until the new contract is announced.

- Craig Dupuy, E-Mail: [cdupuy@doa.state.la.us](mailto:cdupuy@doa.state.la.us),  
Tel: (225) 342-8067

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**Lamps (Light Bulb) Contract  
T-No. 90342**



Contract 402849 has been renewed through March 31, 2000. Many previous balance-of-the-line items are now itemized. The contract line numbers (KLINs) are as follows:

<u>Lamp Type</u>	<u>Existing KLINs</u>	<u>Added KLINs</u>
Incandescent	00001 thru 00031	00065 thru 00111
Fluorescent	00033 thru 00048	00112 thru 00146
Tungsten Halogen	00050 thru 00052	00147 thru 00151
High Intensity Discharge (HID)	00054 thru 00063	00152 thru 00160

KLINs 00032, 00049, 00053, 00064 are available for your unitemized requirements.

Craig Dupuy, [cdupuy@doa.state.la.us](mailto:cdupuy@doa.state.la.us), tel: (225/342-8067), is the purchasing contact for this contract.

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**Fax Machine Contract  
T-No. 91728**



The new fax machine contracts were effective March 1. The contracts offer contemporary equipment at competitive pricing and fourteen (14) models are available for purchase. The contract numbers, brands and prime contractors are:

<u>Contract</u>	<u>Brand</u>	<u>Prime Contractor</u>
403812	Canon	Advanced Office Products
403810	Muratec	Ameritrend, Inc.
403809	Panasonic	Panasonic Communications
403811	Panasonic	Baton Rouge Duplicating Products
403808	Brother	Brother International
403820 & 403807	Sharp	Sharp Electronics

**Contract terms and conditions:**

- These contracts are for the convenience of the users and the use of these contracts is no longer mandatory.
- Extended Warranties for fax machines purchased from these contracts are available. Extended Warranties cover the two (2) consecutive years following the end of the one (1) year initial warranty period. Using agencies may wish to consider purchasing an extended warranty at the favorable contract prices.

- Ernest Nugent, [enugent@doa.state.la.us](mailto:enugent@doa.state.la.us)  
Tel: (225)342-8021

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## **Lawn Care Contract T-No. 90479**

The Lawn Care Equipment Contract also has been awarded and is active. The contracts have been extended through June 30, 2000. Contract numbers, awarded vendors and telephone numbers are:

<u>Contract</u>	<u>Vendor</u>	<u>Telephone No.</u>
403793	Buccaneer Tractor & Eqt. Co.	(225) 272-3666
403794	St. Gabriel Hardware	(225) 642-5724
403795	Tinberland Saw Company	(318) 442-2473
403796	AGRI Center, Inc.	(318) 253-8597
403797	Poston Equipment Sales, Inc.	(225) 644-5191
403798	John Deere Company	(800) 358-5010
403799	Sunshine Eqt. Co., Inc.	(225) 473-9861
403800	Southland Engine Co., Inc.	(318) 984-4640
403801	Olinde Hardware & Supply	(225) 926-3380
403802	Moridge Manufacturing, Inc.	(316) 345-6301
403803	Yazoo Manufacturing Co.	(601) 366-6421
403804	Rabalais, Inc.	(318) 442-7771

Contact Irv Wooters at [iwooter@doa.state.la.us](mailto:iwooter@doa.state.la.us) or telephone (225) 342-1302 if you have any questions about the Lawn Care Equipment Contract.

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# Disposable Products Contract

**Contract No. 403221**

**T-No. 91988**

Company Apparel Safety Items, Inc. (CASI), through a cooperative endeavor with Louisiana Prison Enterprises, manufactures disposable wearing apparel. Items on Contract No. 4032 21 are made by prison inmates in accordance with provisions of R.S. 15:1157 (A).

A wide variety of products are available through the contract or directly from CASI. Included are such items as disposable coveralls, exam gowns, jackets, lab coats, laundry bags, mattress covers, scrub pants and shirts, sheets, etc. Most recently, Nomex (limited life-span, fire retardant material) coveralls have been added to the contract as Line Nos. 00395 and 00396. Other money saving and useful products will be added in the near future. For more information, contact Richard Doughty or Michael Watts at CASI in Denham Springs, LA, at (225) 644-2713 or Scott Underwood at State Purchasing, [sunderw@doa.state.la.us](mailto:sunderw@doa.state.la.us) or telephone (225) 342-8036.

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## AGPS News

### Economically Disadvantaged Businesses

**Question:** How can I easily find a certified Economically Disadvantaged Business (EDB) in AGPS by commodity and state region enrollment?

**Answer:** Use CGSA.

**Instructions:** Using **CGSA**, inquire on **Set-Aside Code ED** (for economically disadvantaged business), the desired commodity class-subclass and the geo bid code.

You should inquire using both geo bid codes R0 (statewide) and the region code(s) (R1 - R8) in which the delivery will be made.

CGSA will display the vendor numbers and names of any enrolled EDBs meeting your search criteria.

CGSA will also indicate if the vendor is "Active" (vendor status = 1).

Note: You may also inquire on **CSVN** by commodity class-subclass. Enrolled EDBs will be identified with the **ED** designator in the column entitled **MW**. CSVN displays the complete address of only two vendors per screen, so you should scroll through all listings for the desired commodity class.

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## State Purchasing OnLine

[\(www.state.la.us/osp/osp.htm\)](http://www.state.la.us/osp/osp.htm)



**"Featured Contracts" Link** . . . A new link, Featured Contracts, is available at our website. This site includes:

- Novell Master License Agreement No. 205-20-10



- Microsoft Select 4.0 Program Summary Master Agreement No. 205-20-07
- 1999 Model Vehicle Contract
- Wheeled Tractor & Implement Contract
- Lawn Care Equipment Contract

*Coming Soon . . .* We are in the process of upgrading the appearance of the State Purchasing home page and will add the Louisiana Procurement Credit Card Program and the Office Supply Catalog Contract E-Way Browser when they are completed and implemented.

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## LOUISIANA PURCHASING NEWS

Volume III, Issue 17-99  
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*Your comments, questions and suggestions are welcome.*

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